# Unlocking the Secrets of the TCAP Writing Assessment

Charlotte Woehler
&
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TCAP Writing Assessment

# Test Dates

## TCAP Writing

February 1, 2011 Writing Assessment

February 2, 2011 only Make-up Day

## TCAP Writing Pilot

November 9, 2010 TCAP Writing Pilot

No Make-up Day

*Only Selected Schools*

# Participation

## Who is required to take the TCAP Writing Assessment?

- All fifth grade students
- All eighth grade students
- All eleventh grade students
- All Home School students in fifth grade

Home School students do not take the Writing Pilot

# Participation

The following students do not participate in the Writing Assessment or the Pilot.

- Students in these grade levels that participate in the Portfolio Assessment
- ELL students who are enrolled for the first year in an American school

# TCAP Constructed Response Assessment (CRA)

- All third and seventh graders statewide participate in the CRA Pilot Test
- Participation Exceptions: Home School Students, Portfolio Students, ELL students who are enrolled for the first calendar year in an American school

# Constructed Response Test Dates (CRA)

**Test Administration Window**:
November 8, 9 and 10

- Students use the same test accommodations that they would use taking the TCAP Achievement Test
- Each section of the CRA Test has a forty-five minute time limit

# TCAP Constructed Response Assessment (TCAP CRA)

## Areas tested:

- **3rd Grade:**
  - Reading / Language Arts (45 min.)
  - Math (45 min.)

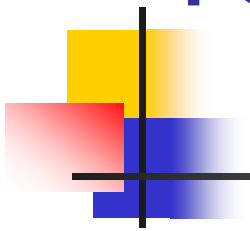
- **7th Grade:**
  - Reading/Language Arts (45 min.)
  - Math (45 min.)
  - Science (45 min.)

# Writing Pilot and Writing February Test Administration

## TEST TIMES

- Students in the fifth grade will have 35 minutes to respond to a narrative prompt.
- Students in the eighth grade will have 35 minutes to respond to an expository prompt.
- Students in the eleventh grade will have 35 minutes to respond to a persuasive prompt.

# TCAP WRITING ASSESSMENT



## Successful Test Administration

# Secure Test Administration

- Be sure to adhere to all test security procedures and guidelines prior, during, and after the 2011 test administration for all three tests.

- Tennessee Education Assessment Website:

  http://www.state.tn.us/education/assessment/tools_resources.shtml

# New Look for Writing Prompts

- Keep the Prompt Sheet face up throughout the entire test administration.  This will help the students spell the words in the prompt correctly.
- All pre-writing activities can be completed on the back of the Student Direction Sheet.

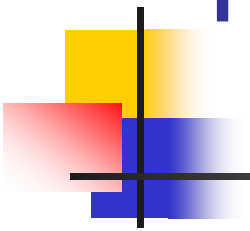
**Text Messaging** should not be utilized in any form on the TCAP Writing Assessment.

# For Pilot Test Administrations

## Spiraling

- **Writing Pilot Prompts** – within each class
- **CRA  Booklets** – within each class

# TCAP WRITING ASSESSMENT



## ANSWER DOCUMENT PREPARATION

# Locating Pre-ID Student Information

- Student Demographic Information will be uploaded from the EIS Data Base to pre-ID student Answer Documents for your system. Every student will have a Unique Student Identification Number.

- In the left hand portion of the answer document, under the name grid, locate the pre-ID area.

# Do Not Bubble Pre-ID Fields

- If an answer document has a pre-ID barcode, do not bubble any of the shaded pre-ID fields.

- On the day of the assessment, only use the pre-ID answer document for the student listed in the pre-ID field.

# Pre – ID Fields Provided (Student Demographic Coding)

- The Pre-ID fields are:

1. Name
2. Unique student ID number
3. Birth date
4. Ethnic origin
5. Gender
6. Grade
7. System Name / System Number
8. School Name / School Number

# Student Unique Identification Number

- The student's Unique Identification Number is obtained from the EIS System.
- If the number is less than nine digits, fill in the empty spaces using leading zeros.
- Non-Public schools should place the same number used in the social security field. Private entities do not have EIS generated ID numbers.

# Specific Information to be Coded

- Fill out all school specific information.
- In the upper right hand corner, print the teacher name, school system name and the school name on the lines provided. Do not use abbreviations for the school name.
- Fill in the circles under the system #, school # and non-public #. Only private schools will have a non-public number.

# Student Demographic Coding

- To the left of the state seal, fill in the circle that identifies the student's assigned grade level and their membership status.
- To the left of the state seal be sure to indicate if the student took the test on the regular assessment date or on the make-up date.

# Student Demographic Coding

- In the Other Programs field, Test Administrators should complete this section only for students who receive the following services:

  504 Service Plan

  Gifted (Do not include in Special Education)

  Migrant

  Home School

# Functionally Delayed

- In the Other Programs Box, there is a bubble to code students identified as *Functionally Delayed.*

- Functionally Delayed is not an IDEA recognized category.
- Do **not** use the box entitled Special Education to identify Functionally Delayed students.

# Functionally Delayed Accommodations

- Fill in the circle in the box entitled Special Accommodations to indicate the special accommodation used on the test.

# Student Demographic Coding

- In the Title I field, only schools receiving Title I funds complete this information.
- In the Code A/B field, all schools must fill in the corresponding information for all students in the school.
- Fill in the appropriate ESL Services information for qualifying students.

# Student Demographic Coding

- Indicate Braille or Large Print for students using a modified format test.
- All students receiving Special Education Services must have the number of hours served indicated in the Special Education field.
- Test Administrators must indicate the type of accommodation used in the Special Accommodations Box.

# Student Demographic Coding
# **Absent Students**

- The absent circle must be marked only for students who are not present to take the test on the initial administration day or the following make-up day.
- If a student makes up the test, erase this circle completely.
- There is not a make-up day for the Writing Pilot or the CRA administration.

# Student Demographic Coding
# **Student Refusals**

- Student Refusals are not to be coded in the absent circle.
- An answer document must be turned in with the scoreable materials under a Group Information Sheet.
- Page one of the answer document must have complete student demographic information. Pages three and four of the answer document will be blank.
- Refusals are not to be placed with Inactive Materials.

# *"State Use Only"* Box

- Code " C 1 " for high school students currently enrolled in a Career Technology Education course
- Code " C 4 " for students with a broken arm or hand
- Code " B 1 " for Homebound students

# TCAP WRITING ASSESSMENT

## SDDV Window

**Pre-ID SDDV**: November 1-12, 2010

**Post Test SDDV**: March 11-24, 2011

# TCAP Writing Pilot

## ANSWER DOCUMENT

- No Pre-Id information
- Generic Sticky Labels – Answer Document (System/School)
- Generic Sticky Labels- Group Information Sheet (GIS) (System/School)
- Prompt Selection Box
- Fill out every applicable field in pencil
- No Absentee Boxes (Pilot Tests)
- No Make Up test (Pilot Tests)

# TCAP Constructed Response Assessment (TCAP CRA)

## ANSWER DOCUMENT

- No Pre-Id information
- Generic Sticky Labels- Group Information Sheet (GIS) (System/School)
- Test Form Selection Box
- Fill out every applicable field in pencil
- No Absentee Box (Pilot Test)
- No Make Up test (Pilot Test)

# TCAP WRITING ASSESSMENT

## Forms and Websites

# RANDA Website

**TCAP Writing Assessment**

(Operational Only)

https://tdoe.randasolutions.com

# RANDA Website

- Go to the RANDA website for:

  1. Ordering Test materials

  2. Complete student group lists to include with materials shipped back to Durham, N.C.

  3. Complete any of the following on-line that occur during testing for the Writing Assessment:
     - Report of Irregularity
     - Breach of Security
     - Medical Exemptions

# Inactive Test Material (ITM) Forms

TCAP  Writing and TCAP Prompt Pilot Tests

- All **I**nactive **T**est **M**aterial (**ITM**) forms and attached materials are returned in boxes with the other materials.

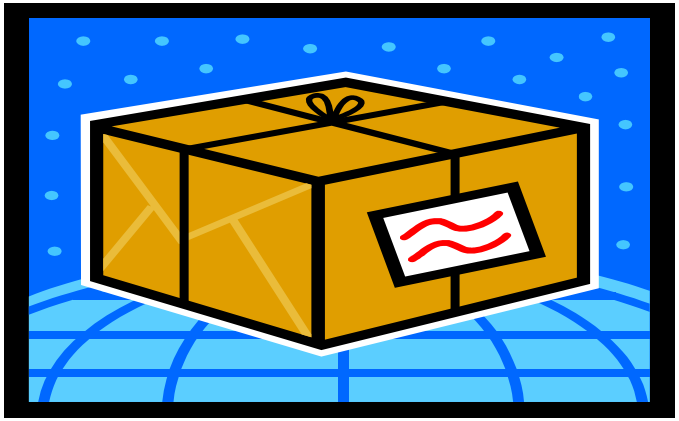
# Return Writing Materials for **all** three tests:

Measurement Incorporated

423 Morris Street

Durham, North Carolina 27701

Attn: TCAP Writing Assessment Processing



# Scoring Committee

- **November 1st**: Listserv to Testing Coordinators to submit teacher nominations
- **February 24th and 25th**: The 2011 Scoring Committee Meeting
- Please give us good recommendations!

# NEW TEACHER OPPORTUNITY: CRA ITEM WRITING

- An Item Writing Committee Meeting will be held in Nashville on _____, 2011.
- Interested teachers should submit their information on-line at : _____
- Applying on-line does not guarantee selection for participation.

# FOR QUESTIONS OR ASSISTANCE:

## TCAP CRA Item Writing

- Email contact at Measurement, Inc. for questions:

  La Rissa Daniels

  Ldaniels@measinc.com

- This is a confidential web site. Teachers not selected for the October meeting will be considered for other Constructed Response Meetings.

# ?? Questions ??

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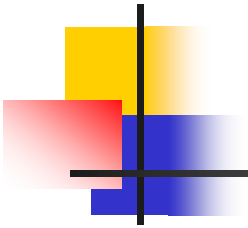
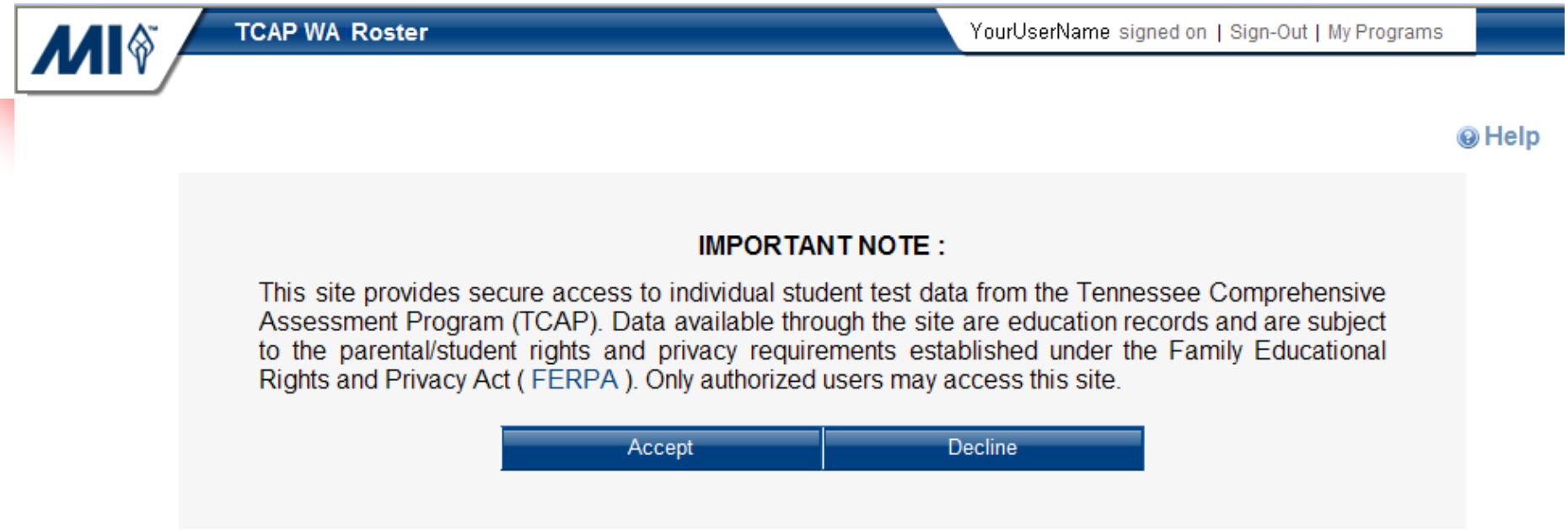


# On-Line Applications with Measurement Incorporated

# TCAP Roster

**Measurement Incorporated**

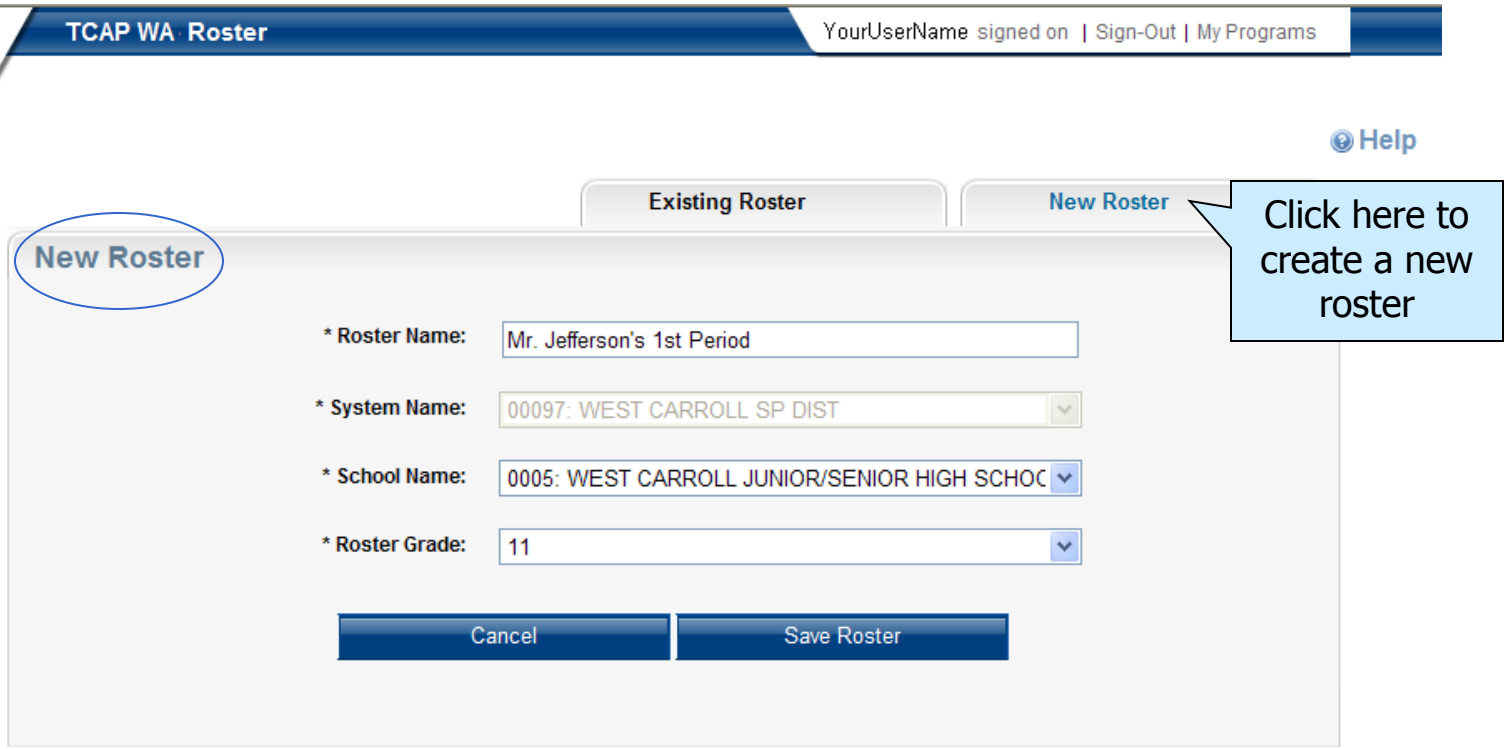
# Accepting FERPA




- Accept FERPA before you can access confidential student information

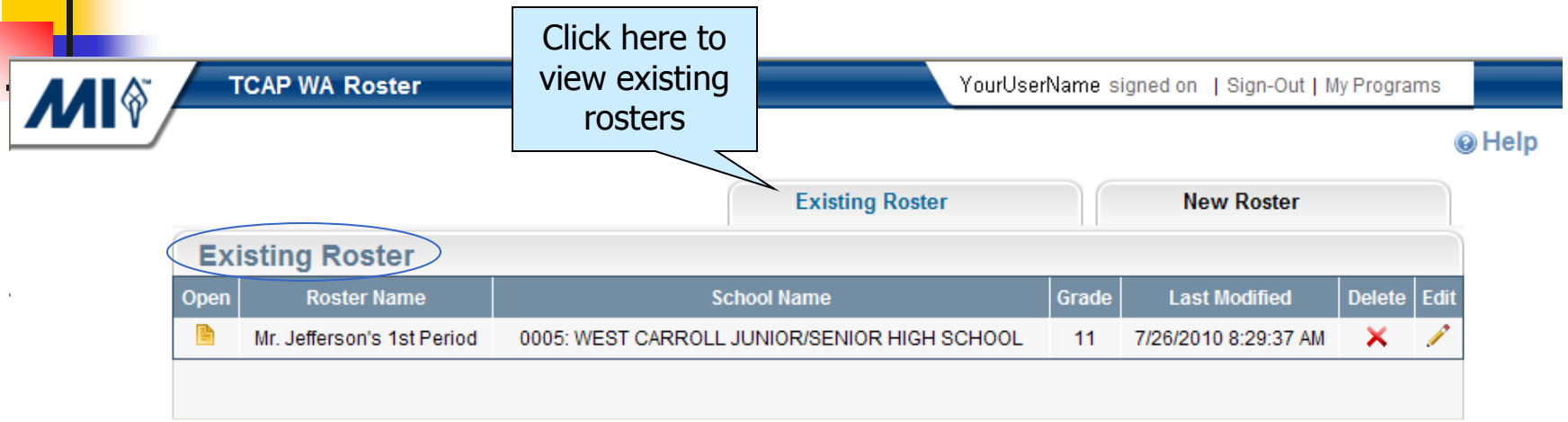
NOTE: This screen appears each time you log in.

# Create New Roster



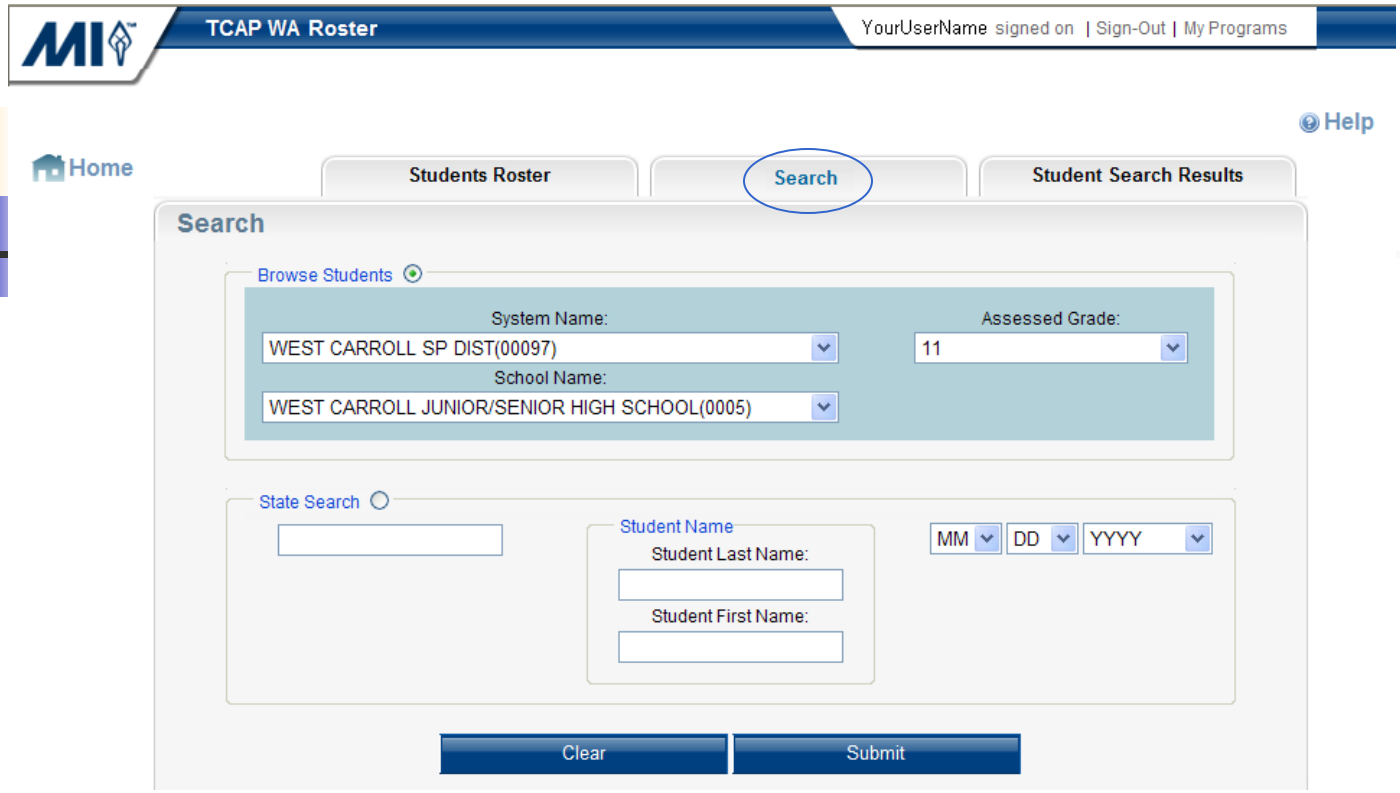

- Assign roster name
- Select system, school, and grade
- Save new roster

# Roster Management
## Open / Delete / Edit




- Open roster to search for students to add
- Edit roster name, system, school, or grade
- Delete roster and all roster contents

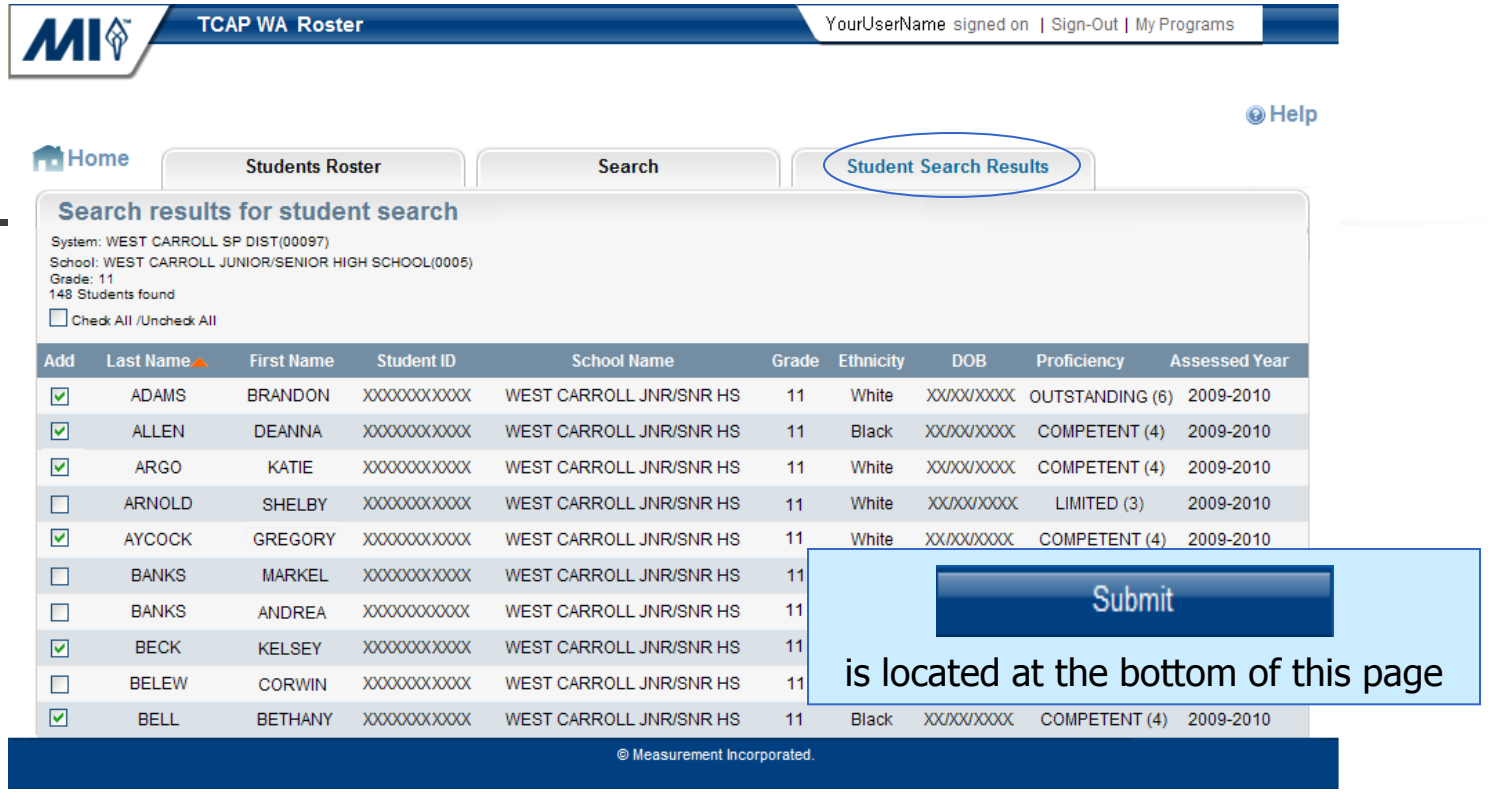
# Student Search




Search for students to add to roster:

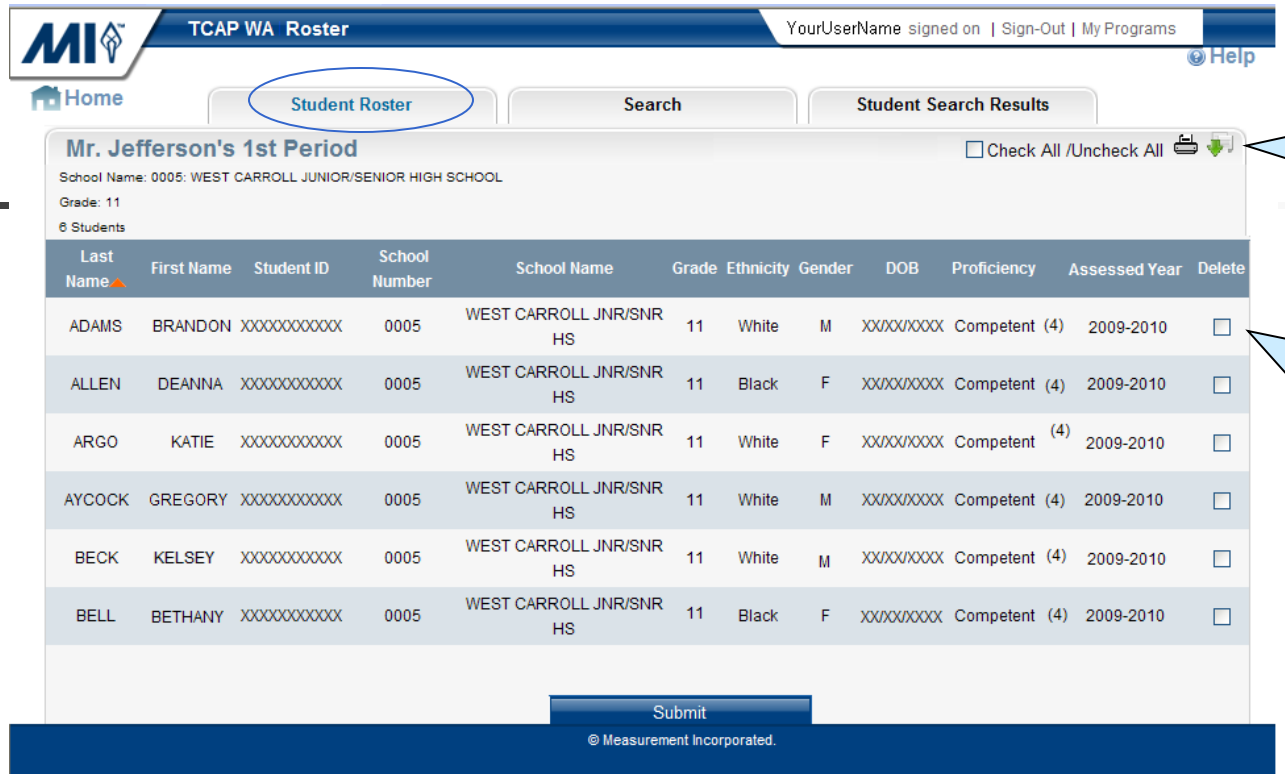
- **Browse:** Browse through all students in system by school and assessed grade.
- **State Search**: Search for a student statewide using a minimum of two of the following student identifiers – student ID, and/or student first and last name, and/or date of birth.
- Submit search

# Search Results




- Check box/es to add student/s to roster
- Check All / Uncheck All feature to select/remove all students at one time
- Re-sort search results by clicking column heading, once for ascending order (A–Z or 1–9) and again for descending order (Z to A or 9 to 1)
- Submit selected students

# Student Roster

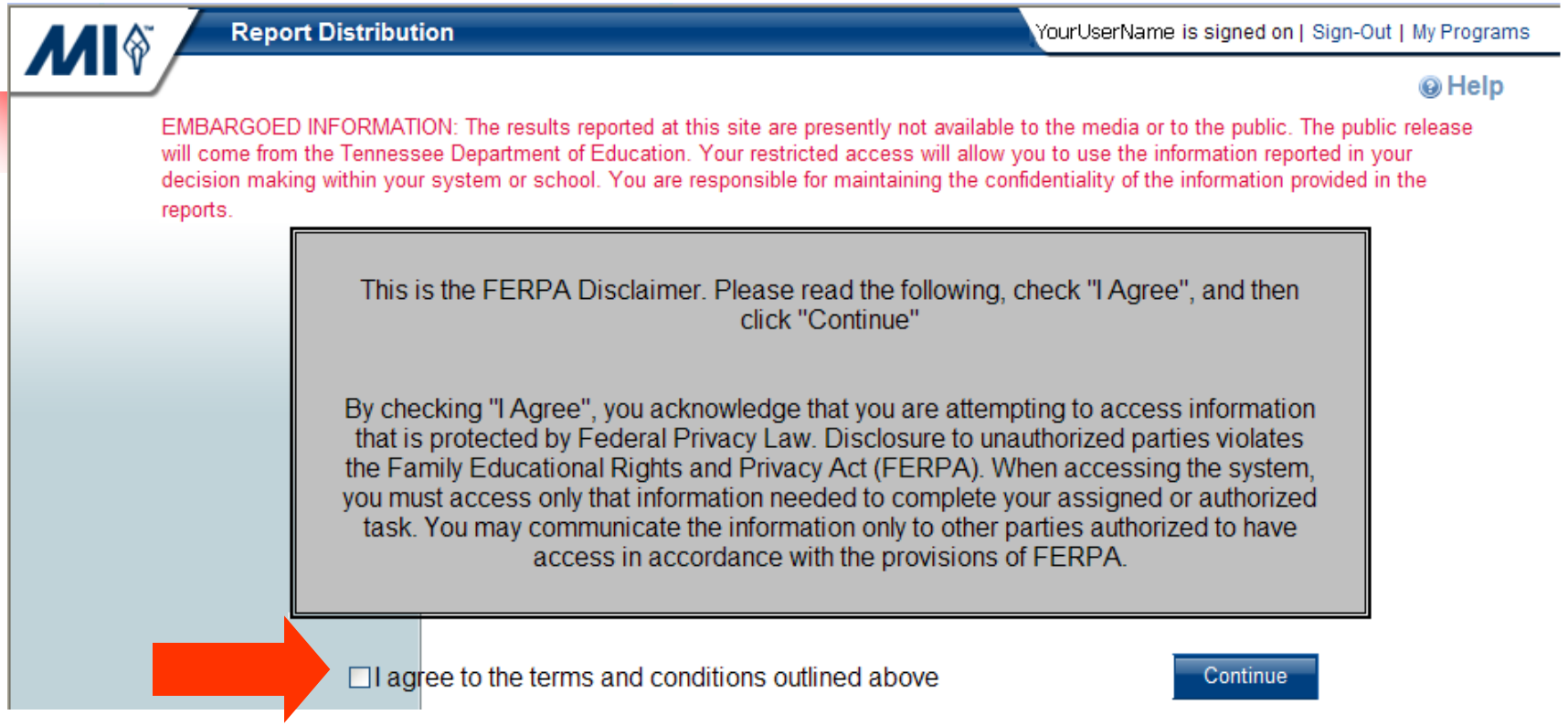



- Re-sort roster by clicking column heading, once for ascending order (A – Z or 1 – 9) and again for descending order (Z to A or 9 to 1)
- Check delete box to remove student from roster
- Print and download feature available for roster

# TCAP
# Report Distribution

**Measurement Incorporated**

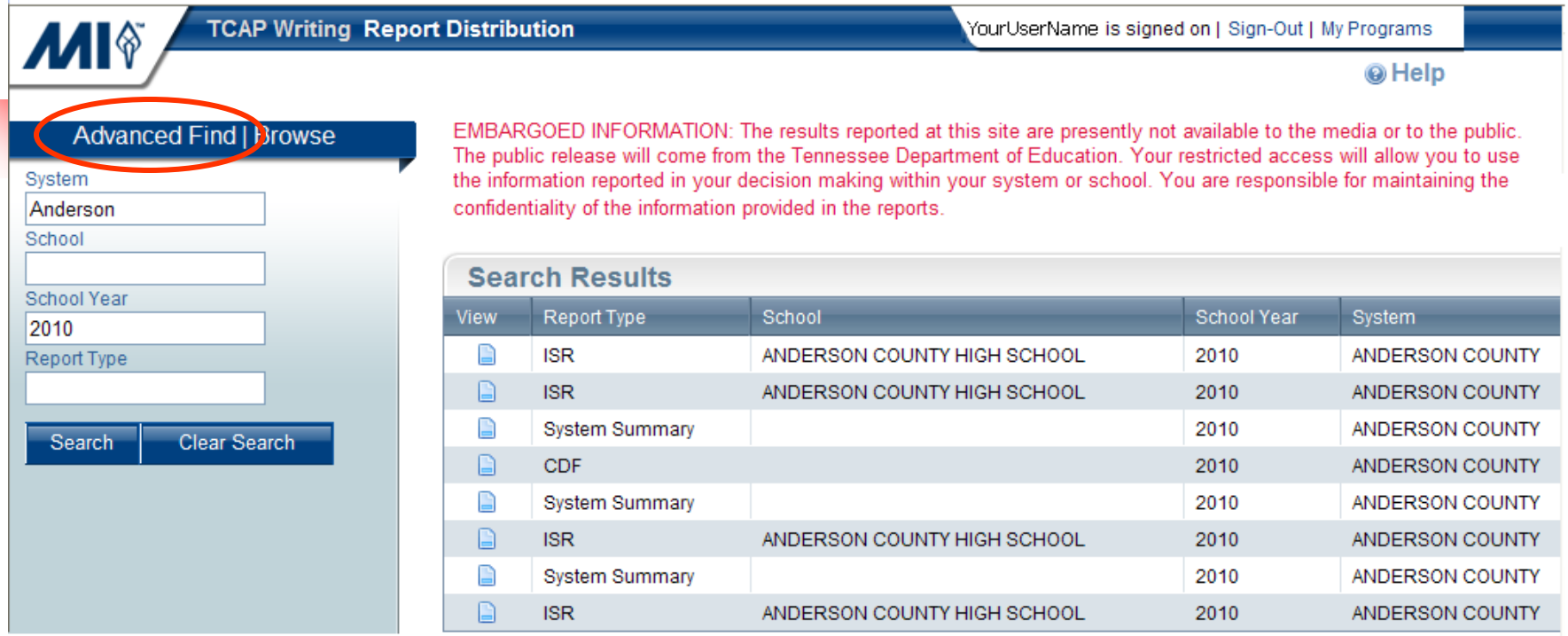
# Accepting FERPA




- Check the "I agree" box and click continue
- You must agree to FERPA before you can access confidential student information

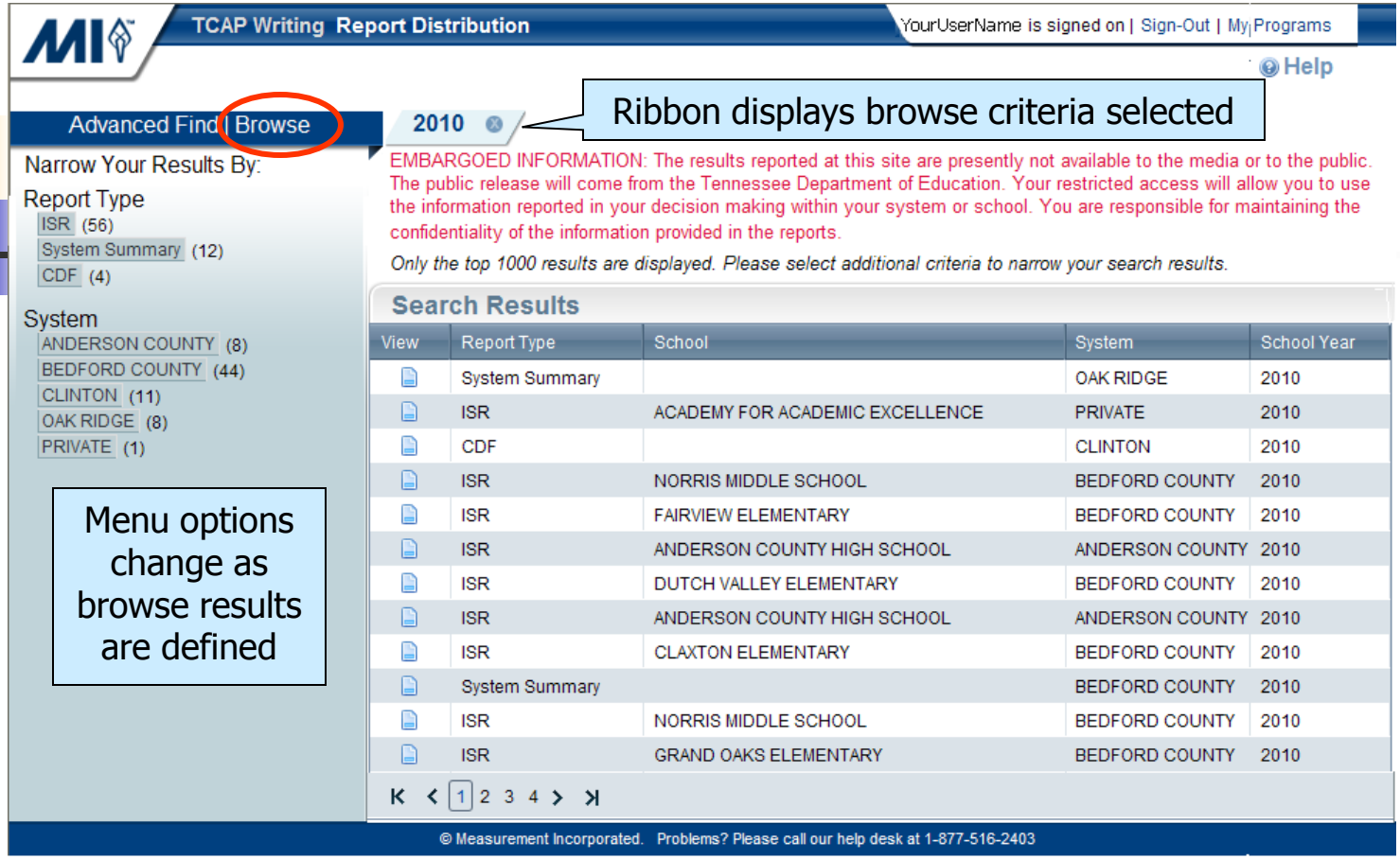
NOTE: This screen appears each time you log in

# Search Reports - Advanced Find



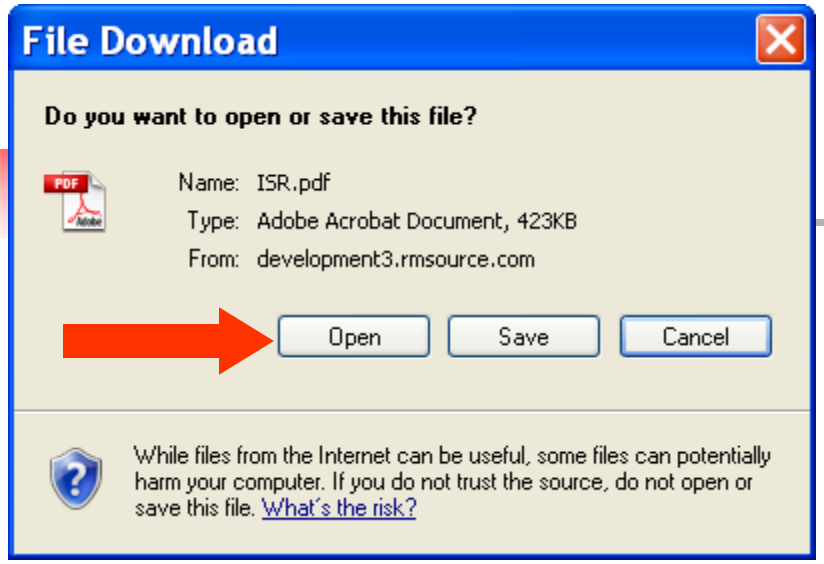

- Default search screen that searches all reports for current year
- Narrow search by specifying system, school, year, or report type
- Broaden search by removing system, school, year, or report type
- Re-sort search results by clicking column heading, once for ascending order (A–Z or 1–9) and again for descending order (Z to A or 9 to 1)
- View PDF or CDF (text file) reports

# Browse Reports

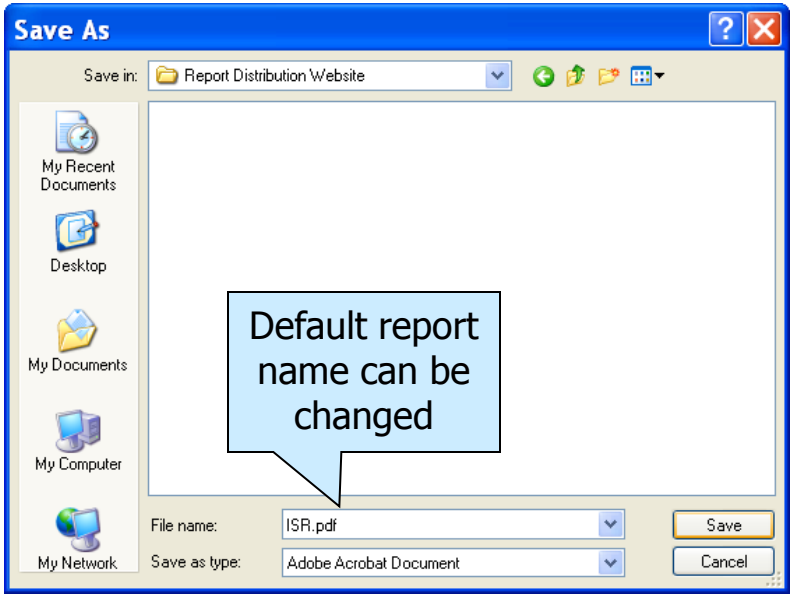



- Browse all reports
- Narrow results by selecting system, year, or report type
- Broaden results by closing the system, year, or report type in the ribbon
- Re-sort results by clicking column heading, once for ascending order (A–Z or 1–9) and again for descending order (Z to A or 9 to 1)
- View PDF or CDF (text file) reports

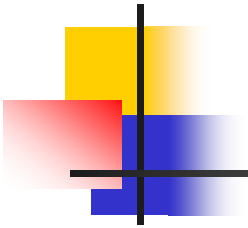
# Download Reports




- Click open to view report immediately
- Click save to retrieve report later




- Saved reports - navigate to the save location on computer



# Reporting

# TCAP WRITING ASSESSMENT

## Reporting

- **Writing Assessment On-Line** – available on the Measurement Inc. site (No CD's).

- **CRA Pilot** – No System Data Feedback

- **Writing Pilot** – No System Data Feedback

# Website Questions ??

Measurement Help Desk

1-877-516-2403